

State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Department of Transportation Maintenance & Operations, Region 1		
Department Contract Administrator or Grant Coordinator:	John Maksut		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$22,489.50	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	TAPCO, Brown Deer Wisconsin		
Brief Description of Goods/Services/Grant:	DELINEATORS/TUFF CURBS		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
X	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>The Department has delineators and tuff curbs in many locations to prevent wrong way traffic from entering the Interstate system. Since these are installed on centerline, they take a lot of abuse from vehicle hits. When they need to be replaced, it is important that it is done in a timely manner to minimize the opportunity for confused travelers to get on the highway going the wrong way.</p>

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PART III: SUPPLEMENTAL INFORMATION



2. Provide a brief justification for the selected vendor to supplement the response in Part II.

These delineators and tuff curbs are a proprietary product. Once you install a specific type in a specific area, you need to repair the parts with proprietary pieces. We had thought all of the proper pieces were included in a contract that was put in place with White Signs, but when it came time to order, White Signs informed us it was not part of the contract. So we had to go direct to Tapco to get the parts in a timely manner.

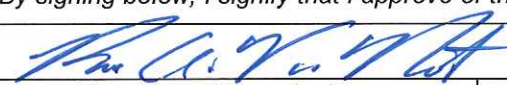
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

There are numerous systems that are built for this purpose and they are all slightly different from one another. Costs are comparable however, so even though the White Sign contract didn't have the right pieces, it did give us a reasonable basis to know that the costs from Tapco were reasonable.

4. Describe the plan for future competition for the goods or services.

We will make sure the correct items are added to either the Tapco contract or the White Sign contract and we will make sure they are part of the larger contract when it goes back out to bid.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Bruce Van Note, Commissioner	Date:	8/27/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> william Allen	Date:	9/3/2020